

Closeout Job Aid

Contents

Preface	1
Closeout Overview	1
NCAS Account Levels.....	2
NCAS IBIS Budget Reconciliation.....	2
Review for Negative Budgets.....	4
Review for Over-Expended Funds & Accounts	6
Reserve Accounts.....	7
Account Titles.....	8
Over-Realized Receipts	9
Salary Reserve Balances.....	10
Special Funds.....	11
Federal Funds.....	12
Carry Forward	13
Summer School & Non-Credit Instruction (UNC Only)	13
Allotments.....	13
Reversions.....	15

Preface

This document is intended to be a job aid used by state agencies and University of North Carolina campuses during the quarterly and year-end closeout process. The document details (1) why each check is an important part of budget maintenance, (2) the agencies responsible for performing each check, and (3) a step-by-step process for completing each check. Performing these checks and correcting any problems identified should be done prior to signing and submitting to OSBM the agency closeout certification form included in the 2018-19 Closeout Memo.

Closeout Overview

In the 4th quarter of each fiscal year, agencies and campuses receive closeout instructions in the form of a memo from the Office of State Budget and Management (OSBM). Agencies and University of North Carolina campuses should use this job aid with the closeout memo from OSBM to ensure closeout is completed accurately. This job aid can also be used during the quarterly close-out process that occurs during any given fiscal year.

NCAS Account Levels

Throughout this document there are references to 4-digit, 2-digit and detailed account levels. Using account 532150 as an example: the 4-digit level refers to 2150 and does not include the 53 prefix; the 2-digit account level refers to 5321xx, which pools all 4-digit accounts between 532100 and 532199; the detailed account level refers to 532150. Universities should refer to the UNC System Pooled Account Structure which allows certain account pools at an even higher level than the 2-digit level.

NCAS IBIS Budget Reconciliation

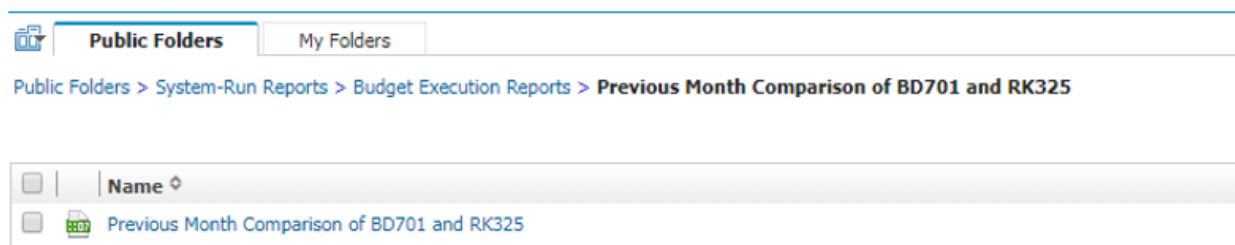
Reconciling budgets between NCAS and IBIS is the first high-level budget review that should be completed before quarterly and year-end closeout. The check is intended to ensure that IBIS and NCAS budgets match. The check is important because the budget is tracked simultaneously in both the State's Accounting System (NCAS) and Budget System (IBIS). (UNC campuses maintain their own, separate budgeting systems in Peoplesoft or Banner which interface into NCAS, but not IBIS). In the case of state agencies, discrepancies most frequently arise when accounts used in IBIS have not been validated in NCAS, known as a validation error. In this case, an IBIS revision will fail to crosswalk to NCAS, creating the discrepancy. In the case of UNC campuses, discrepancies may result from Banner/Peoplesoft crosswalk errors into NCAS or entries made in Banner/Peoplesoft without accompanying entries made in IBIS.

Responsibility for Reconciliation Check: Agencies at the detailed account level; universities at the UNC pooled account level, and OSBM at the budget code and fund code levels.

To perform the check:

NCAS Agencies ONLY

1. From the IBIS Reports menu, retrieve the Previous Month Comparison of BD 701 and RK 325 report from IBIS, which lists discrepancies by BRU, budget code, fund, and account (IBIS Location: Public Folders > System-Run Reports > Budget Execution Reports > Previous Month Comparison of BD 701 and RK 325).



BD 701 and RK 325 Comparison Report Location

2. Check for any differences between IBIS and NCAS at the budget code, fund code, and detailed account levels. If discrepancies exist, the report will list them.

Previous Month Comparison Excel Export from IBIS

Previous Month Comparison of BD701 and RK325					
OSC Certified Amount	OSC Authorized Amount	RK325 Certified Amount	RK325 Authorized Amount	Certified Amount Difference	Authorized Amount Difference
\$0.00	\$0.00	\$513,210.00	\$13,108,680.00	-513,210	(\$13,108,680.00)
\$0.00	\$0.00	\$624,176.00	\$26,465.00	-624,176	(\$26,465.00)
\$0.00	\$0.00	\$0.00	\$30,412.00	0	(\$30,412.00)
\$0.00	\$0.00	\$0.00	\$26,898.00	0	(\$26,898.00)

- The cause of any discrepancies will need to be identified and corrected before closeout.

NCAS Interface Agencies/Universities

Fund Code	Fund Title	2017-18 Certified	2017-18 Authorized
Requirements			
1101	Instruction	\$215,421,220	\$226,260,303
1102	Summer Term Instruction	\$7,580,928	\$7,580,928
1103	Non-Credit and Receipts Supported Instruction	\$2,754,030	\$2,754,030
1110	Organized Research	\$5,562,358	\$3,522,900
1142	Community Services	\$2,239,811	\$2,432,132
1151	Libraries	\$14,680,203	\$12,385,592
1152	General Academic Support	\$32,686,550	\$31,590,552
1160	Student Services	\$20,106,051	\$18,563,830
1170	Institutional Support	\$47,619,449	\$48,773,361
1180	Physical Plant Operation	\$56,990,479	\$50,278,722
1230	Student Financial Aid	\$15,214,432	\$16,106,189
1252	Other Reserves	\$468,881	\$468,881
1990	Multi-Activity	\$286,644	\$762,732
Requirements		\$421,611,036	\$421,480,152

University RK 325 at Fund Code Level

***** B U D G E T E D *****			
ACCOUNT	DESCRIPTION	CERTIFIED	AUTHORIZED
EXPENDITURES-BUDGET AND ACTUAL			
11XX		405,641,079.00	404,142,350.00
1101	GF REGULAR TERM INSTRUCTI	215,421,220.00	226,260,303.00
1102	GF SUMMER TERM INSTRUCTIO	7,580,928.00	7,580,928.00
1103	NON-CREDIT INSTRUCTION	2,754,030.00	2,754,030.00
1110	GF ORGANIZED RESEARCH	5,562,358.00	3,522,900.00
1142	GF COMMUNITY SERVICES	2,239,811.00	2,432,132.00
1151	GF LIBRARIES	14,680,203.00	12,385,592.00
1152	GF GENERAL ACADEMIC SUPPO	32,686,550.00	31,590,552.00
1160	GF STUDENT SERVICES	20,106,051.00	18,563,830.00
1170	GF INSTITUTIONAL SUPPORT	47,619,449.00	48,773,361.00
1180	GF PHYSICAL PLANT	56,990,479.00	50,278,722.00
12XX		15,683,313.00	16,575,070.00
1230	GF STUDENT FINANCIAL AID	15,214,432.00	16,106,189.00
1252	GF RESERVES OTHER	468,881.00	468,881.00
19XX		286,644.00	762,732.00
1990	GF MULTII-ACTIVITY	286,644.00	762,732.00
EXPENDITURES		421,611,036.00	421,480,152.00

University BD 701 Report at Fund Code Level

- Retrieve copies of the agency/campus BD 701 and IBIS RK325 reports. The RK 325 Report can be found in the IBIS report folder: Public Folders > Self Service Reports > Budget Execution Reports

- Compare IBIS certified and authorized budgets at the fund code level to NCAS certified and authorized budgets at the fund code level. Check each individual fund code.

- Perform this same check at the detailed account level or UNC Pooled Account Level. Interface Agencies/Universities are responsible for the accuracy of this check. Your OSBM analyst will not perform this check.

- The cause of any discrepancies – e.g. a validation error – will need to be identified and corrected before closeout.

Review for Negative Budgets

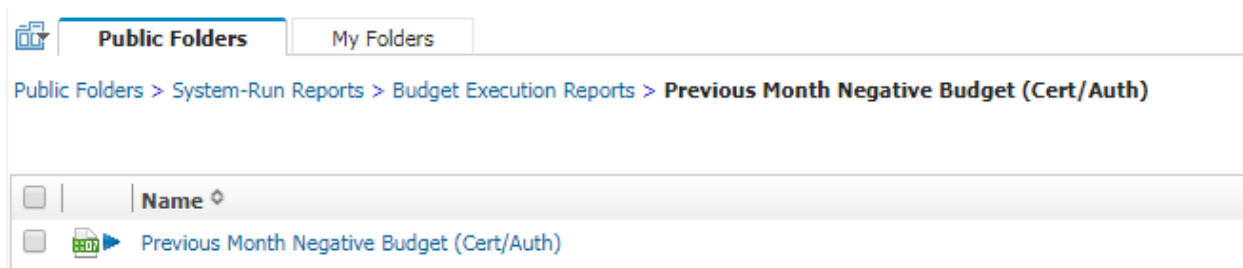
Reviewing for negative budgets is a simple check but important. The budget should reflect what an agency/campus is authorized to spend. Negative budgets increase the risk of spending more than your budgeted authority. For example, if a negative budget occurs in the supplies line item, the unspent budget in other line items must offset this negative amount. This becomes a significant problem if the budget for mandatory expenditures (such as salary) ends up serving as the offset for the negative budget in the supplies line item. There may be special circumstances in which negative budgets are authorized such as negative reserves enacted by the General Assembly.

Responsibility for Negative Budget Check: Agencies/Universities at detailed account level (pooled account level for UNC) and OSBM at budget code and fund code levels.

To perform the check:

NCAS Agencies Only

1. Retrieve the Previous Month Negative Budget (Cert/Auth) report from IBIS (IBIS Location: Public Folders > System-Run Reports > Budget Execution Reports > Previous Month Negative Budget (Cert/Auth)).



Previous Month Negative Budget Location

2. Filter the report by budget code and review budget for negatives. If negative budgets exist, they will be listed in the report.

Previous Month Negative Budget (Cert/Auth)				
Account Code	OSC Actual Amot	OSC Certified Amot	OSC Authorized Amot	OSC Over Expenditu
532800	\$48,665.97	\$589,095.00	(\$42,767.00)	(\$91,432.97)
536575	\$0.00	(\$879,857.00)	(\$879,857.00)	(\$879,857.00)

Previous Month Negative Budget Report

3. Any negative budgets that are not in a negative reserve account will require a correcting budget revision.

NCAS Interface Agencies/Universities

1. Review the BD 701 at the detailed account level to identify any negative budgets.

REVENUES-ESTIMATED AND ACTUAL

4327AA	FEDERAL RESEARCH GRANTS	150,000.00	150,000.00
434170	UTILITY SALES & SERVICES	4,000,000.00	4,000,000.00
434190	OTHER SALES & SERVICES	158,500.00	158,500.00
434195	UNIV/CC AUXILIARY SALES	.00	.00
434321	SALE OF SURP PROP-NONOE	45,000.00	45,000.00
434410	RENTAL OF REAL PROPERTY	145,000.00	145,000.00
435500	FINES,PENAL, ASSESS FEE	240,000.00	240,000.00
435600	REGISTRATION FEES	.00	.00
435801	TUITION/FEES-BAD DEBT	.00	.00
435803	TUIT/FEES-RECOV BAD DEBT	239,101.00	239,101.00
435810	RESIDENT TUITION	100,895,829.00	100,895,829.00
435812	RES TUITION SURCHARGE	490,734.00	490,734.00
435820	NON-RESIDENT TUITION	59,862,700.00	59,862,700.00
435822	NON-RES GRAD ASST WAIVER	3,714,222.00-	3,958,152.00-
435823	NON-RES TUITION SURCHARG	89,803.00	89,803.00
435831	EXTENSION INSTRUCTION FE	2,045,617.00	2,045,617.00
435834	SPECIAL FEES	43,165.00	43,165.00
435850	ACCURED REVENUE ADJUST	.00	.00
437116	INSURANCE RECOV - NONOE	.00	.00
437117	REBATES	.00	.00
437127	PROCUREMENT CARD REBATES	.00	78,000.00
437990	OTHER MISC REV-PROGRAM	.00	.00
437994	RETURNED CHECK FEE	6,500.00	6,500.00
438600	NONMAND INTRA-INST TFR	.00	.00

University BD 701 Revenue Account Budgets.

2. Ensure that any negative budgets are budgeted to negative reserve accounts.

3. If there are negative budgets, a correcting budget realignment will be necessary prior to closeout.

This one is ok because it's a negative reserve account!

ACCOUNT DESCRIPTION ** AUTHORIZED ** *****
BUDGET

EXPENDITURES-BUDGET AND ACTUAL

531211	SPA-REG SALARIES-APPRO	4,728,869.00
531212	SPA-REG SALARIES-RECPT	2,544,912.00
531222	SPA TIME LIMITED SAL-REC	72,456.00
531311	REG(N S) TEMP WAGES-APPR	791,018.00
531312	REG(N S) TEMP WAGES-RECP	636,087.00
531351	STU TEMP WAGES - APPRO	12,914.00
531411	OT PAY - APPROPRIATED	4,552.00
531411001	STRAIGHT-TIME OT - APPRO	5,966.00
531412	OT PAY - RECEIPTS	7,333.00
531412001	STRAIGHT-TIME OT - RECPT	165.00
531421	HOLIDAY PAY - APPRO	29,581.00
531422	HOLIDAY PAY - RECEIPTS	14,433.00
531452	DUAL EMPL WAGES - RECPTS	9,754.00
531461	EPA&SPA-LONGVTY PAY-APPR	51,297.00
531462	EPA&SPA-LONGVTY PAY-REC	12,932.00
531511	SOCIAL SEC CONTRIB-APPRO	482,228.00
531512	SOCIAL SEC CONTRIB-RECPT	222,414.00
531521	REG RETIRE CONTRIB-APPRO	919,290.00
531522	REG RETIRE CONTRIB-RECPT	497,913.00
531561	MED INS CONTRIB-APPRO	660,154.00
531562	MED INS CONTRIB-RECPTS	332,781.00
531576	FLEXIBLE SPENDING SAVING	7,715.00
531631	WRKER COMP-MED PAYMENTS	30,112.00
531632	WRKER COMP-TEMP DIS PAYM	12,480.00
531633	WRKER COMP-PERM DIS PAYM	15,000.00-
531639	OTHER WORKERS COMP COSTS	4,242.00
531651	COMPENSATION TO BOARD ME	1,017.00

Here's a negative authorized budget that should be corrected. 531633 is not a negative reserve account.

Review for Over-Expended Funds & Accounts

Agencies and campuses should ensure that no unauthorized over-expenditures have occurred. The budgeted line items are the maximum amount of spending authorized by the General Assembly. Over-expenditures need to be corrected either by fixing expenditures that were coded to the wrong line item or through a budget revision that increases the budget of the line item and notes the relevant authority provided by the General Statutes or Session Law.

Responsibility for Over-Expenditure Check: Agencies at the 4-digit account level for 53 1x, 6x, 7x, and 8x and at the 2-digit account level for the 53 2x through 53 5x range, universities at the UNC Pooled Account level, and OSBM at the budget code and fund level.

To perform the check:

NCAS Agencies ONLY

1. Retrieve the Previous Month Over Expenditure report from IBIS (IBIS Location: Public Folders > System-Run Reports > Budget Execution > Previous Month Over Expenditure).



Previous Month Over Expenditure Report Location

2. Check for any differences between IBIS and NCAS at the budget code, fund code, and detail account levels.

Previous Month Over Expenditure					
Fund Code	Account Code	OSC Actual Amount	OSC Certified Amount	OSC Authorized Amount	OSC Over Expenditure
1120	531521	\$1,596,755.81	\$1,332,831.00	\$1,544,196.00	(\$52,559.81)
1120	531627	\$13,483.84	\$0.00	\$11,971.00	(\$1,512.84)
1211	531664	\$5,640.00	\$0.00	\$5,244.00	(\$396.00)
1211	532300	\$2,345.43	\$4,300.00	\$1,300.00	(\$1,045.43)

Previous Month Over Expenditure Excel Export from IBIS

3. If there are any over-expended funds or accounts, a budget revision will be necessary before quarterly or year-end closeout. If there are over-expenditures, the report will list them.

NCAS Interface Agencies/Universities

1. Review the BD 701 at the fund code level and detailed account level to identify any over-expended funds and accounts. Over-expenditures will show as negatives in the unexpended/unrealized authorized column of the BD 701.

SUMMARY BY ACCOUNT									
ACCOUNT	DESCRIPTION	***** B U D G E T E D *****	***** A C T U A L *****	***** U N E X P E N D E D / U N R E A L I Z E D *****	***** U N E X P E N D E D / U N R E A L I Z E D *****	***** U N E X P E N D E D / U N R E A L I Z E D *****	***** U N E X P E N D E D / U N R E A L I Z E D *****	***** U N E X P E N D E D / U N R E A L I Z E D *****	***** U N E X P E N D E D / U N R E A L I Z E D *****
		CERTIFIED	AUTHORIZED	CURRENT-MONTH	YEAR-TO-DATE	CERTIFIED	AUTHORIZED	ENCUMBRANCES	RATE
EXPENDITURES--BUDGET AND ACTUAL									
531XXX	PERSONAL SERVICES	95,674,639.00	91,627,847.00	6,783,427.81	70,778,010.40	24,896,628.60	20,849,836.60	.00	.93
532110	LEGAL SERVICES	1,070,842.00	1,337,149.00	14,982.12	843,096.76	227,745.24	494,052.24	.00	.76
532120	FINAN/AUDIT SERVICES	1,013,904.00	1,268,749.00	.00	289,739.00	724,165.00	979,010.00	975,000.00	1.20
532148	IT SUBSCRIPTION SUPPORT	.00	.00	373,606.88-	.00	.00	.00	.00	***
532140	OTH INFORMATION TECH SVC	5,619,167.00	20,118,293.00	2,011,972.50	17,460,759.17	11,841,592.17-	2,657,533.83	8,647,278.03	1.56
532143	LAN SUPPORT SERVICES	83,241.00	34,922.00	.00	.00	83,241.00	34,922.00	.00	.00
532145	SERVER SUPPORT SVC	39,001.00	564,337.00	113,123.56	320,116.87	281,115.87-	244,220.13	.00	.68
532150	ACADEMIC SERVICES	23,802,846.00	28,788,795.00	1,462,969.63	16,160,985.46	7,641,860.54	12,627,809.54	15,262,105.57	1.31
532170	ADMIN SERVICES	3,868,216.00	3,866,216.00	.00	3,798,743.10	69,472.90	67,472.90	3,216,123.48	2.18
532181	FOOD SER AGREEMENT	500,351.00	653,255.00	25,959.10	712,904.89	212,553.89-	59,649.89-	5,521.54	1.32
532182	LAUNDRY SER AGREEMENT	11,000.00	36,868.00	3,491.62	23,304.47	12,304.47-	13,563.53	2,713.67	.85
532184	JANITORIAL SER AGREEMENT	9,369.00	48,445.00	5,793.50	33,530.40	24,161.40-	14,914.60	1,033.50	.86
532185	WASTE REM/RECY SER AGREE	40,090.00	44,076.00	3,346.61	31,256.51	8,833.49	12,819.49	11,377.04	1.16
532186	SECURITY SERVICE AGREE	45,562.00	301,922.00	24,209.97	353,584.40	308,022.40-	51,662.40-	556.13	1.41
532187	PEST CONTROL AGREEMENT	16,311.00	14,540.00	567.81	10,618.03	5,692.97	3,921.97	995.00	.96
532191	DUAL EMP PAY TO AGENCY	363,182.00	46,442.00	11,493.64	67,432.14	295,749.86	20,990.14-	6,889.60	1.92
532193	TRANSPORTATION SVCS	20,000.00	359,804.00	.00	169,760.00	149,760.00-	190,044.00	198,444.00	1.23
532199	MISC CONTRACTUAL SERVICE	44,576,233.00	58,330,349.00	934,180.76	24,418,681.61	20,157,551.39	33,911,667.39	14,464,287.56	.80
532200	UTILITY/ENERGY SERVICE	904,805.00	1,220,966.00	27,391.83	896,011.57	8,793.43	324,954.43	3,698.07	.88
532300	REPAIR SERVICE	226,231.00	942,656.00	17,412.78	273,740.31	47,509.31-	668,915.69	112,235.78	.49

Agency BD 701 at Summary by Account Level

2. If there are over-expenditures, a revision will be necessary to realign from appropriate accounts with positive balances or the agency/campus may budget eligible over-realized receipts.

The BD 701 report above shows some over-expended accounts. This agency will need to submit a budget revision that realigns the budget or budgets eligible over-realized receipts.

3. If there are any over-expended funds or accounts, a budget revision will be necessary before end-of-year closeout.

Reserve Accounts

Reserve accounts (53 7xxx) are used for appropriations in which the specific line item budgets are not known at the time of certification or require OSBM approval before allocation for expenditure.

Expenditures may not be classified to reserve accounts. After the agency/university knows how the funds will be expended, agencies and universities should submit a type 11 revision to distribute these funds to the appropriate accounts. Unless specified otherwise in legislation, funds budgeted to reserve accounts will revert at the end of the fiscal year.

Responsibility for Reserve Account Check: Agencies and universities at the detailed account level.

To perform the check:

***** B U D G E T E D *****			
ACCOUNT	DESCRIPTION	CERTIFIED	AUTHORIZED
EXPENDITURES--BUDGET AND ACTUAL			

535XXX	OTHER EXPENSES & ADJUST	622,873.00	119,801.00
536890	OTHER EDUCATIONAL AWARDS	.00	500.00
536XXX	AID & PUBLIC ASSISTANCE	.00	500.00
537131	2017	39,223.00	39,223.00
537XXX	RESERVES	39,223.00	39,223.00
538501	MAND TRAN ENERGY SAV DEB	26,955.00	109,814.00
538600	NONMAND INTRA-INST TFR	200.00	.00
538XXX	INTRAGOVERNMENTAL TRANS	27,155.00	109,814.00
TOTAL NON-SALARY ITEMS		5,360,332.00	5,134,732.00
EXPENDITURES		23,642,294.00	24,293,180.00

1. Review the BD 701 Summary by Account for any 53 7xxx accounts with budgeted funds.

2. If there are funds budgeted in a 537xxx account and the agency/university knows how these funds will be expended, a budget revision may be submitted to distribute the budgeted funds.

3. If the agency/campus will not be able to spend funds prior to the end of the fiscal year, the OSBM analyst should be contacted to determine if funds may be carried forward.

University BD 701 at Summary by Account Level

Account Titles

Review the BD701 Summary by Account to identify any missing or incorrect account titles. Ensuring account titles are properly named will ensure funds are properly budgeted and expenditures are properly coded.

Responsibility for Account Titles Check: Agencies and universities at the Summary by Account level.

To perform the check:

SUMMARY BY ACCOUNT

ACCOUNT	DESCRIPTION	***** B	CERT	*** UNEXPENDED / UNREALIZED ***	CERTIFIED	AUTHORIZED	ENCUMBRANCES	RATE
EXPENDITURES-BUDGET AND ACTUAL								
531111 EPA-REG SALARIES-APPRO		1,079,519.00	1,625,742.00	101,669.81	1,419,086.43	339,567.43-	206,655.57	.00 1.05
531141 SEC/COUNCIL OF ST SAL-AP		127,561.00	127,561.00	10,630.08	106,930.80	21,260.20	21,260.20	.00 1.00
531151 EPA-TEACH SALARIES-APPRO		8,572,713.00	7,436,789.00	949,093.21	5,864,094.92	2,706,478.08	1,772,750.08	.00 .92
531211 SFA-REG SALARIES-APPRO		34,449,543.00	33,411,948.00	2,570,352.37	26,139,899.43	8,309,643.57	7,272,048.57	.00 .94
531212 SFA-REG SALARIES-RECP		19,909,649.00	20,987,854.00	1,529,741.33	16,209,844.25	3,698,778.75	4,777,989.75	.00 .93
531213 SFA-REG SALARIES-UNDERSIS		.00	.00	.00	644.00	644.00-	644.00-	.00 ***
531221 SFA TIME LIMITED SAL-APP		1,006,385.00	1,006,385.00	67,745.73	742,341.49	344,043.51	344,043.51	.00 .82
531222 SFA TIME LIMITED SAL-REC		1,624,033.00	522,364.00	41,617.56	414,479.92	1,209,359.08	107,690.08	.00 .95
531251 SFA-TEACH SALARIES-APPRO		714.00	2,500.00	.00	2,000.00	1,286.00-	500.00	.00 .96
531254 SFA TEACHING SUPPL-APPRO		407,459.00	483,497.00	42,429.98	436,018.03	28,559.03-	47,478.97	.00 1.08
531255 SFA TEACHING SUPPL-REC		.00	5,321.00	443.33	4,433.31	4,433.31-	887.69	.00 1.00
531311 REG (N 5) TEMP WAGES-APPR		378,882.00	212,415.00	.00	.00	378,882.00	212,415.00	.00 .00
531312 REG (N 5) TEMP WAGES-RECP		588,816.00	305,810.00	.00	.00	588,816.00	305,810.00	.00 .00
531322 CONTR ENPL PER IRS-RECP		72,540.00	.00	.00	.00	72,540.00	.00	.00 ***
531351 STU TEMP WAGES - APPRO		5,849.00	.00	.00	.00	5,849.00	.00	.00 ***
531411 OT PAY - APPROPRIATED		15,755.00	12,758.00	2,081.26	17,399.38	1,444.38-	4,641.38-	.00 1.64
531412 OT PAY - RECEIPTS		1,765.00	31,745.00	3,224.38	41,960.42	40,195.42-	9,804.38	.00 .97
531421 HOLIDAY PAY - APPRO		5,699.00	8,474.00	606.25	3,402.79	2,290.21	5,071.21	.00 .68
531422 HOLIDAY PAY - RECEIPTS		157.00	87.00	.00	88.00-	205.00	135.00	.00 .66-
531431 SHIFT PREM PAY - APPRO		65,269.00	196,084.00	22,114.84	196,686.40	131,417.40-	602.40-	.00 1.20
531441 CALLING/STEV PREM PAY-APP		25.00	25,990.00	1,853.18	22,133.05	22,128.05-	3,856.95	.00 1.02
531451 DUAL ENPL WAGES - APPRO		.00	135,101.00	340.45	138,214.60	138,214.60-	3,113.60-	.00 1.23
531452 DUAL ENPL WAGES - RECP		.00	25,663.00	.00	10,250.00	10,250.00-	15,413.00	.00 .68
531461 EPA/SPA-LONGVTY PAY-APPR		662,926.00	749,183.00	35,968.42	589,574.65	73,351.35	159,608.35	.00 .94
531462 EPA/SPA-LONGVTY PAY-REC		683,141.00	648,402.00	26,139.50	395,772.34	287,368.46	232,429.46	.00 .73
531471 BONUS-INCENTIVE PAY-APPR		.00	9,425.00	.00	.00	.00	9,425.00	.00 .00
531472 BONUS-INCENTIVE PAY-RECP		5,699.00	4,999.00	.00	.00	5,699.00	4,999.00	.00 .00
531511 SOCIAL SEC CONTRIB-APPRO		3,499,507.00	3,438,514.00	249,095.28	2,610,585.64	888,921.36	827,928.36	.00 .91
531512 SOCIAL SEC CONTRIB-RECP		2,536,044.00	2,324,578.00	116,605.36	1,248,827.57	1,287,216.43	1,075,750.43	.00 .64
531521 REG RETIRE CONTRIB-APPRO		7,715,216.00	7,619,594.00	591,899.47	4,552,181.45	1,460,094.55	1,347,412.55	.00 .95
531522 REG RETIRE CONTRIB-RECP		4,464,596.00	4,750,571.00	274,178.46	2,890,821.00	1,574,075.00	1,858,750.00	.00 .73
531541 OPT RETIRE CONTRIB-APPRO		22,531.00	.00	.00	.00	22,531.00	.00	.00 ***
531542 MED INS CONTRIB-APPRO		4,797,839.00	4,625,184.00	342,296.96	3,450,470.19	1,347,368.81	1,174,713.81	.00 .90
531542 MED INS CONTRIB-RECP		2,378,400.00	2,264,830.00	129,206.91	1,299,933.87	1,082,716.13	970,896.13	.00 .69
531572 UNEMP COMP PAYMENTS TO BE		1,223.00	1,223.00	.00	.00	1,223.00	1,223.00	.00 .00
531576 FLEXIBLE SPENDING SAVING		102,286.00	120,010.00	9,155.38	84,090.09	18,195.91	35,919.91	.00 .84
531621 SEVER SLAY CONTINUE-APPR		.00	375,745.00	387.44	256,602.80	256,602.80-	119,145.20	.00 .82
531623 ST DISABIL-UNDERSIS/UNIV		2,490.00	.00	.00	.00	2,490.00	.00	.00 ***
531627 ST DISABILITY INF-APPRO		21,156.00	74,586.00	8,945.33	75,532.34	54,346.34-	946.34-	.00 1.22

Agency BD 701 Summary by Account

1. Review the BD 701's Summary by Account. Any account with a missing title will say, "No Desc Found" under the Description Field.

2. If there are missing account titles or account titles that are incorrect, the account should be updated in NCAS prior to quarterly or year-end closeout. IBIS will update automatically overnight.

Over-Realized Receipts

Agencies/Universities are required to budget receipts prior to expenditure of those receipts. Any expenditure of over-realized receipts are considered unauthorized prior to OSBM approval of a budget revision budgeting the excess receipts. Agencies and campuses should review the BD 701 for any over-realized receipts prior to closeout.

Responsibility for Over-Realized Receipts Check: Agencies and universities at the detailed account level.

To perform the check:

1. Review revenue accounts in the BD 701 for any over-realized receipts. These will show as negatives in the unexpended/unrealized authorized column.
2. Determine if any over-realized receipts represent unearned revenue. Over-realized receipts that represent unearned revenue should not be budgeted until the end of the fiscal year as part of the carry forward process.

- If there are over-realized receipts that are allowed to be budgeted and spent in the current fiscal year, submit a budget revision to budget the additional receipts. Otherwise, over-realized receipts should be left unbudgeted so the funds can revert to the General Fund. In the case of Special Funds, over-realized receipts that are unspent will not revert and be added to the fund balance.

REVENUES--ESTIMATED AND ACTUAL

432401 FOUNDATION GRANTS	802,117.00	1,265,297.00	62,925.72	940,380.01	138,263.01-	324,916.99
432402 PRIVATE GRANTS	.00	.00	.00	3,381.99	3,381.99-	3,381.99-
432908 STATE AID--GENERAL	10,776.00	10,776.00	.00	10,776.00	.00	.00
434110 HOUSEHOLD/CLEANING SVC	.00	6,245.00	812.25	7,798.12	7,798.12-	1,553.12-
434134 PRINT, BIND & DUPLIC SVC	54,802.00	60,000.00	5,562.69	72,803.90	18,001.90-	12,803.90-
434150 FOOD & VENDING SVC	7,000.00	7,000.00	.00	.00	7,000.00	7,000.00
434320 SALE OF SURPLUS PROPERTY	500.00	500.00	.00	.00	500.00	500.00
434321 SALE OF SURP PROP-NONOPE	2,113.00	2,113.00	.00	6,896.28	4,783.28-	4,783.28-
434390 OTH SALES OF GDS OR PUBL	106,023.00	34,248.00	977.83-	94,066.15	11,956.85	59,818.15-
434410 RENTAL OF REAL PROPERTY	.00	.00	1,325.00	10,321.20	10,321.20-	10,321.20-
435600 REGISTRATION FEES	32,790.00	34,255.00	.00	24,865.00	7,925.00	9,390.00
435800 TUITION & FEES	128,022.00	.00	.00	.00	128,022.00	.00
435831 EXTENSION INSTRUCTION FE	181,020.00	472,480.00	176,325.00	455,741.64	274,721.64-	16,738.36
437117 REBATES	.00	.00	61.38	396.25	396.25-	396.25-
437127 PROCUREMENT CARD REBATES	.00	.00	.00	7,656.59	7,656.59-	7,656.59-
437990 OTHER MISC REV-PROGRAM	22,421.00	100,750.00	947.04	96,951.39	74,530.39-	3,798.61
437995 OTHER MISC REV-GENERAL	2,798.00	2,798.00	.00	49,097.87	46,299.87-	46,299.87-
438700 INTER-INST TFR	.00	.00	13,500.00	13,500.00	13,500.00-	13,500.00-
438920 DEFERRED OBLIGATIONS REC	583,273.00	583,273.00	.00	583,271.19	1.81	1.81
538210 REIM-EMPLOYEES ON LOAN	.00	3,306.00	.00	.00	.00	3,306.00
538220 REIMBURSEMENT--DUAL EMPLO	.00	1,500.00	538.25	2,038.25	2,038.25-	538.25-
538310 PRIOR YR REFUNDS	.00	.00	60.00	60.00	60.00-	60.00-

University BD 701 at Summary by Account Level

This university has over-realized receipts that may need to be budgeted prior to closeout. The university should examine each receipt source and determine if the funds need to be carried forward as unearned revenue, budgeted for expenditure, or revert to the General Fund.

Salary Reserve Balances

Agencies should ensure that no negative salary reserve balances exist in salary control in IBIS. A negative salary reserve would indicate that an agency has committed more salary dollars than are available in the budget, effectively setting up an agency to have over-expenditures in a salary account.

Responsibility for Salary Reserve Balance Check: Agencies at the detailed account level (Universities do not use Salary Control in IBIS but should reconcile their internal salary control systems).

To perform the check:

- Click on the Salary Control tab in IBIS.
- From the dropdown menus, click on the agency, biennium, and year, and then click "refresh."
- Click on each fund code and check the detailed view by account for any accounts that show a negative salary reserve balance. This report compares the IBIS Budgeted salary with the actual salary amount reflected in Beacon.

- If there are any negative reserves, contact you OSBM analyst about submitting a budget revision that fixes the negative reserve balance.

Detailed View : <input checked="" type="radio"/> Auto <input type="radio"/> Budget Code <input type="radio"/> Fund Code <input type="radio"/> Account <input type="radio"/> Transaction								Add Adjustment Transaction Export to Excel	
Code	Title	IBIS FTE	Beacon FTE	IBIS Budget	Beacon Salary	Salary Reserve	Note #		
531111	EPA-REG SALARIES-APPRO	0.000	0.000	\$0.00	\$0.00	\$0.00	0		
531141	SEC/COUNCIL OF ST SAL-APP	1.000	1.000	\$127,561.00	\$127,561.00	\$0.00	0		
531211	SPA-REG SALARIES-APPRO	41.843	46.500	\$2,889,190.00	\$3,396,495.00	\$(507,305.00)	0		
531212	SPA-REG SALARIES-RECPT	13.997	14.000	\$728,490.00	\$806,950.00	\$(78,460.00)	0		
531221	SPA TIME LIMITED SAL-APP	2.000	1.000	\$250,506.00	\$115,973.00	\$134,533.00	0		
531222	SPA TIME LIMITED SAL-REC	2.000	2.000	\$166,652.00	\$166,652.00	\$0.00	0		
531351	STU TEMP WAGES - APPRO	0.000	0.000	\$0.00	\$0.00	\$0.00	0		
537121	RES - PENDING LEGISLATION	0.000	0.000	\$0.00	\$0.00	\$0.00	0		
537182	RESERVE - ED & WKFORCE	0.000	0.000	\$0.00	\$0.00	\$0.00	0		

Agency Salary Control Output in IBIS

This agency is showing a negative salary reserve in two accounts. These accounts showing negative salary reserve should be fixed with a budget revision.

Special Funds

When reviewing special funds for closeout, agencies are responsible for performing the other checks outlined in this job aid – e.g. ensuring there are no negative budgets unless authorized, no over-expended accounts, etc. – but the primary agency responsibility is to ensure there are no negative balances. A negative balance indicates that the special fund is over-expended. The over-expenditure may be the result of misclassified expenditures or unrecorded receipts. Please contact your OSBM and OSC analysts for assistance identifying the cause of a negative fund balance.

Responsibility for Special Funds Check: Agencies and OSBM at fund level (N/A to UNC)

To perform the check:

- Retrieve the BD 701 for any special funds.
- Check that the “ending balance” is not negative.

3. If ending balance is negative, contact your OSBM and OSC analysts.

ACCOUNT	DESCRIPTION	***** B U D G E T E D *****		***** A C T U A L *****		***** U N E X P E N D E D / U N R E A L I Z E D *****		ENCUMBRANCES	RATE
		CERTIFIED	AUTHORIZED	CURRENT-MONTH	YEAR-TO-DATE	CERTIFIED	AUTHORIZED		
EXPENDITURES		124,848,944.00	149,600,961.00	15,797,169.72	145,299,576.87	20,450,632.87-	4,301,384.13	4,059,622.89	1.00
REVENUES		134,397,196.00	154,060,299.00	18,856,659.98	137,932,726.89	3,535,530.89-	16,127,572.11	1,285,374.13-	.89
INCREASE/ (DECREASE) IN FUND BALANCE		9,548,252.00	4,459,338.00	3,059,490.26	7,366,849.98-	16,915,101.98	11,826,187.98	.00	1.65-
CASH ANALYSIS									
BEGINNING BALANCE					46,459,190.37				
+ CASH RECEIPTS					137,932,726.89				
- CASH DISBURSEMENTS					145,299,576.87				
+ ASSETS					661,393.41				
+ LIABILITY					.00				
+ EQUITY					.00				
= ENDING BALANCE					39,753,733.80				
ADDITIONAL ASSETS									
TOTAL AVAILABILITY					39,753,733.80				

No problem here!

Agency Special Fund BD 701

Federal Funds

State agencies should reconcile receipt-supported expenditures and related collection of receipts to ensure they are in balance, unless an exception is approved by OSBM.

Responsibility for Federal Funds Check: Agencies and OSBM at fund level (N/A to UNC)

To perform the check:

1. Retrieve the BD 701 and check individual funds to ensure expenditures are in balance with anticipated federal receipts.
2. If there are excess federal funds in the General Fund operating funds, return to the federal fund budget code("3-Type") for your agency.

RMDSID25 CERTIFIED ON 03/14/2018
BD701-03

STATE OF NORTH CAROLINA GENERAL LEDGER SYSTEM
AGENCY MANAGEMENT BUDGET REPORT
FOR THE PERIOD ENDING FEBRUARY 28, 2018

1810 REVENUE CLEARING

DETAIL REPORT BY FUND

***** B U D G E T E D *****						***** A C T U A L *****	
ACCOUNT	DESCRIPTION	CERTIFIED	AUTHORIZED	CURRENT-MONTH	YEAR-TO-DATE		
REVENUES-ESTIMATED AND ACTUAL							

5388NN	MONEY FOLLOWS PERSON	.00	.00	5,913.47-	348,039.90-		
53886B	MEDICAL ASSISTANCE PYMT	.00	.00	10,862,733.57-	2,841,140.62		
53886C	DMA ADMIN & TRNG	.00	.00	847,732.54-	199,831.10-		
53886D	CHIP	.00	.00	530,668.35	815,658.60		
53886T	HIT EHR INCENTIVE PYMTS	.00	.00	8,500.00-	.00		
53886U	HIT EHR ADMIN PYMTS	.00	.00	5,687.33	380.68-		
53887J	REFUGEE CASH & MEDICAL	.00	.00	6,934.51	1,689.32		

	REVENUES	.00	.00	11,226,648.91-	3,162,048.13		

Agency BD 701 at Detailed Account Level

Carry Forward

The closeout memo provides a detailed job aid for the carry forward process and is available on the [Hyperlink - OSBM website](#). Please refer to the [Hyperlinks - memo and carry forward job aid](#) if you have questions related to this part of the year-end closeout process.

Summer School & Non-Credit Instruction (UNC Only)

UNC fund codes 1102 (Summer Term Instruction) and 1103 (Non-Credit Instruction) are self-supporting. Campus budgets should reflect this by budgeting zero state appropriation in each fund code.

Responsibility for 1102 & 1103 Check: Universities and OSBM at fund code level.

1102 GF SUMMER TERM INSTRUCTION		DETAIL REPORT BY FUND			
ACCOUNT	DESCRIPTION	***** B U D G E T E D *****	***** A C T U A L *****		
		CERTIFIED	AUTHORIZED	CURRENT MONTH	YEAR-TO-DATE
EXPENDITURES-BUDGET AND ACTUAL					
534700	INTANGIBLE ASSETS	.00	.00	8,394.66	112,293.10
534XXX	PROPERTY, PLANT & EQUIP	1,458,098.00	1,040,786.00	289,570.32	1,040,784.56
535000	OTHER EXPENSES & ADJUST	.00	379,887.00	.00	.00
535600	ASSET/OTHER ADJUSTMENTS	.00	.00	107,807.32-	223,191.11-
535800	OTHER ADMIN EXPENSES	.00	3,604.00	16,365.47	381,211.90
535900	OTHER EXPENSES	.00	186,244.00	2,193.21	94,743.20
535XXX	OTHER EXPENSES & ADJUST	.00	569,735.00	89,248.64-	252,763.99
536890	OTHER EDUCATIONAL AWARDS	.00	320.00	.00	319.18
536XXX	AID & PUBLIC ASSISTANCE	.00	320.00	.00	319.18
538600	NONMAND INTRA-INST TFR	.00	46,011.00	.00	46,010.39
538XXX	INTRAGOVERNMENTAL TRANS	.00	46,011.00	.00	46,010.39
	EXPENDITURES	7,580,928.00	7,580,928.00	493,075.73	5,758,939.48
REVENUES-ESTIMATED AND ACTUAL					
435810	RESIDENT TUITION	5,473,902.00	5,473,902.00	4,836,396.50	10,695,894.27
435820	NON-RESIDENT TUITION	2,084,361.00	2,084,361.00	1,934,242.00	4,322,713.50
435834	SPECIAL FEES	22,665.00	22,665.00	520.00	820.00
	REVENUES	7,580,928.00	7,580,928.00	6,771,158.50	15,019,427.77
	APPROPRIATION	.00	.00	6,278,082.77-	9,260,488.29-

University BD 701 at the Detailed Account Level

To perform the check:

1. Review the fund detail for 1102 & 1103 in the BD 701 for budgeted appropriation or appropriation in the Year-to-Date column.
2. If there is budgeted appropriation in 1102 or 1103 that was not certified on the BD 307, then a budget revision will be required prior to quarterly or year-end closeout.
3. Campuses should ensure that no actual appropriation will be spent at year-end.

This UNC campus has no budgeted appropriation.

Allotments

Agencies and universities may not spend beyond the current total funds allotted. Allotments give the authority for agencies and campuses to spend funds. Therefore, when an agency/university spends more requirements than was allotted, that agency/university has spent beyond its authority. An agency/university may collect more receipts than allotted. These over-realized receipts may not be spent before being budgeted.

Responsibility for Allotment Check: Agencies and universities and OSBM check the BD 702.

To perform the check:

Xmnd - [OSCU MOPRE-3 BD702 REPORTS (29 Jul 2014)]

File Edit View Format Query Notes Window Help

STATE OF NORTH CAROLINA GENERAL LEDGER SYSTEM
MONTHLY REPORT ON APPROPRIATIONS AND ALLOTMENTS
FOR THE PERIOD ENDING JUNE 29, 2014

PAGE: 15
C-GL-BD702-REPORT-CV1-UNIV
RUN DATE: 07/29/2014

	BUDGET	UNALLOTTED	ALLOTTED	QUARTER TO DATE	YEAR TO DATE	UNEXPENDED
EXPENDITURES	339,102,291.00	4,696,328.00	334,405,963.00	102,686,441.90	334,405,963.00	4,696,328.00
REVENUES	143,519,037.00	2,252,563.27	141,260,473.73	76,034.37	141,260,473.73	2,252,563.27
EXCESS OF EXPENDITURES OVER (UNDER) REVENUE PER BD701	195,589,254.00	2,443,764.73	193,145,489.27	102,610,407.53	193,145,489.27	2,443,764.73
ANALYSIS OF CASH						
BEGINNING CASH IN BUDGET CODE				3,966,436.18	.00	
ADD:						
ALLOTMENT/REVISIONS				102,610,408.00	236,810,408.00	
LESS:						
REVERSIONS - 9002X				3,966,436.18	43,664,918.26	
EXCESS PER BD701				102,610,407.53	193,145,489.27	
INCREASE/DECREASE IN ASSETS/LIABILITIES/EQUITY:						
NET ASSETS/LIABILITIES/EQUITY				.00	.00	
ENDING CASH IN BUDGET CODE				.47	.47	
UNEXPENDED APPROPRIATION						2,443,764.73
QUARTERLY INFORMATION:						
	ALLOTMENT	CURRENT MONTH	QUARTER TO DATE	UNEXPENDED QTD	ENCUMBRANCES	UNENCUMBERED
EXPENDITURES	104,924,904.00	47,907,754.38	102,686,441.90	2,238,462.10	.00	2,238,462.10
RECEIPTS	2,314,496.00	7,316,334.12	76,034.37	2,238,461.63	.00	2,238,461.63
ASSETS/LIABILITIES/EQUITY		.00	.00	.00		
NET ALLOTMENT	102,610,408.00	55,224,088.50	102,610,407.53	.47	.00	.47

University BD 702 Report

1. Compare the quarter-to-date expenditures and receipts with the allotted expenditures and receipts on the BD 702.

2. If quarter-to-date expenditures exceed allotted amounts, the agency/campus will need to submit an allotment revision before quarterly or year-end closeout.

No problem here!

Agencies and universities should also ensure that allotment totals match IBIS allotment totals.

To perform the check:

1. Compare quarter-to-date and year-to-date allotment totals shown on the BD 702 with the quarter-to-date and year-to-date allotment totals approved in IBIS for your budget code.
2. If allotments do not a match, contact your budget analyst at OSBM.

Xmind - [OSCOU MOPRE-3 BD702 REPORTS (29 Jul 2014)]

File Edit View Format Query Notes Window Help

RMDSIDUS

BD702-01

STATE OF NORTH CAROLINA GENERAL LEDGER SYSTEM

MONTHLY REPORT ON APPROPRIATIONS AND ALLOTMENTS

FOR THE PERIOD ENDING JUNE 29, 2014

PAGE: 15

C-GL-BD702-REPORT-CV1-UNIV

RUN DATE: 07/29/2014

	BUDGET	UNALLOTTED	ALLOTTED	QUARTER TO DATE	YEAR TO DATE	UNEXPENDED
EXPENDITURES	339,102,291.00	4,696,328.00	334,405,963.00	102,686,441.90	334,405,963.00	4,696,328.00
REVENUES	143,513,037.00	2,252,563.27	141,260,473.73	76,034.37	141,260,473.73	2,252,563.27
EXCESS OF EXPENDITURES OVER (UNDER) REVENUE PER BD701	195,589,254.00	2,443,764.73	193,145,489.27	102,610,407.53	193,145,489.27	2,443,764.73

ANALYSIS OF CASH

BEGINNING CASH IN BUDGET CODE

3,966,436.18

.00

ADD:

ALLOTMENT/REVISIONS

102,610,408.00

236,810,408.00

LESS:

REVERSIONS - 9002X

EXCESS PER BD701

3,966,436.18

43,664,918.26

102,610,407.53

193,145,489.27

INCREASE/DECREASE IN ASSETS/LIABILITIES/EQUITY:

NET ASSETS/LIABILITIES/EQUITY

.00

.00

ENDING CASH IN BUDGET CODE

.47

.47

UNEXPENDED APPROPRIATION

2,443,764.73

QUARTERLY INFORMATION:

	ALLOTMENT	CURRENT MONTH	QUARTER TO DATE	UNEXPENDED QTD	ENCUMBRANCES	UNENCUMBERED
EXPENDITURES	104,924,904.00	47,907,754.38	102,686,441.90	2,238,462.10	.00	2,238,462.10
RECEIPTS	2,314,496.00	7,316,334.12	76,034.37	2,238,461.63	.00	2,238,461.63
ASSETS/LIABILITIES/EQUITY		.00	.00	.00		
NET ALLOTMENT	102,610,408.00	55,224,088.50	102,610,407.53	.47	.00	.47

No problem here, either!

University BD 702 Report

Reversions

Correctly recording reversions in NCAS throughout the year helps prevent allotment totals from exceeding the budget on the BD 702 report, which may incorrectly give the appearance that allotments exceeded authority. Agencies/campuses should work with OSC at the end of each quarter to ensure that reversions are properly recorded in NCAS.

Responsibility for Allotment Check: Agencies/Universities enter reversions for requirements, receipts, and appropriations and check BD 702 for accuracy. OSC provides secondary-check for reversion for appropriation only.

To perform the check:

1. Agencies and universities should ensure quarterly reversion entry is correct by comparing year-to-date allotment and year-to-date expenditures on the BD 702. If they are not the same amount, the quarterly non-cash reversion was not keyed correctly.
2. Fix any discrepancy by making the correct non-cash reversion entry in NCAS. Corrections will need to be made prior to quarterly closeout. Once a quarter is closed, corrections to any missed errors cannot be made and the BD 702 report will show this error at the end of the fiscal year.

	BUDGET	UNALLOTTED	ALLOTTED	QUARTER TO DATE	YEAR TO DATE	UNEXPENDED
EXPENDITURES	48,454,611.00	917,169.33-	49,371,780.33	12,829,076.33	48,072,278.96	382,332.04
REVENUES	17,451,056.00	917,169.33-	18,368,225.33	3,193,225.33	17,068,723.96	382,332.04
EXCESS OF EXPENDITURES						
OVER (UNDER) REVENUE PER BD701	31,003,555.00	.00	31,003,555.00	9,635,851.00	31,003,555.00	.00
=====						
ANALYSIS OF CASH						

BEGINNING CASH IN BUDGET CODE				.00	.00	
ADD:						
ALLOTMENT/REVISIONS				9,635,851.00	31,003,555.00	
LESS:						
EXCESS PER BD701				9,635,851.00	31,003,555.00	
INCREASE/DECREASE IN ASSETS/LIABILITIES/EQUITY:						

NET ASSETS/LIABILITIES/EQUITY				.00	.00	
ENDING CASH IN BUDGET CODE				.00	.00	
UNEXPENDED APPROPRIATION						
=====						
QUARTERLY INFORMATION:						

	ALLOTMENT	CURRENT MONTH	QUARTER TO DATE	UNEXPENDED QTD	ENCUMBRANCES	UNENCUMBERED
EXPENDITURES	12,829,077.00	5,139,022.35	12,829,076.33	.67	.00	.67
RECEIPTS	3,193,226.00	48,761.62-	3,193,225.33	.67	.00	.67

University BD 702

In this example, the non-cash reversion in NCAS was not completed. The result is an artificially high allotted total, giving the appearance that allotted expenditures exceeded the budget.

